



# Chicago Metropolitan Agency for Planning

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## **Policy & Programming Transportation Improvement Program (TIP) Intern (TIP2018) April 4, 2018**

**Job Category:** Transportation Improvement Program (TIP) Intern  
**Experience Required:** Current enrollment in an undergraduate or graduate program  
**Salary Range:** Undergraduate \$12.00 per hour, Graduate \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an intern in the Research & Analysis Division of the Planning Department. The Chicago Metropolitan Agency for Planning (CMAP) is our region's comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new long-range plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information.

### **Position Description**

The intern will be responsible for providing assistance in collecting and analyzing project data to support CMAP's [transportation improvement program](#) (TIP) management activities.

### **Essential Functions**

- Assist with documentation of core decisions in development of the transportation programming process.
- Analyze transportation project expenditures to assess trends in project delays and cost changes.
- Assist with transportation program data analysis and visualization, database management and documentation.
- Assist with development of materials for various reports including the annual obligation report.
- Other responsibilities as directed by supervisor.

### **Knowledge, Skills, and Abilities**

- Applicants should have a working knowledge of common operating systems and software applications including Windows 7 and Microsoft Office with a focus on Microsoft Excel.
- Proficiency in reading, writing, and communication among team members is required. Basic relational database knowledge (particularly Microsoft Access and SQL) is desired, but not required.

### **Education and/ or Experience**

- Applicants must be entering their junior or senior year in spring, 2018. Graduate applicants are expected to complete their programs in 2019 or 2020.
- Current enrollment in a Bachelor or Masters' degree program in Public Administration, Urban Planning, or Civil Engineering, with an emphasis or concentration in transportation is recommended.
- It is important that applicants have a general understanding of personal computers, database systems, and Microsoft Office software.

While the intern will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

**Internship Timeframe**

Depending on the student's availability, this is a full-time summer position beginning in June 2018. It could potentially continue into the 2018-19 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

**Contact Information**

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (TIP2018)**.

**Posting End Date**

This posting will close on April 30, 2018 at 5:00pm CDT.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*